

Policy file

Washington, D.C. 20505

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18 JUN 1977

Honorable Daniel K. Inouye
Chairman
Select Committee on Intelligence
United States Senate
Washington, D.C. 20510

Dear Mr. Chairman:

Pursuant to our 22 June 1976 letters to Senators Mansfield and Scott, we have submitted to the Senate Select Committee on Intelligence copies of our 22 records control schedules. These schedules have also been submitted to the National Archives and Records Service (NARS), and the Archivist's approval, as required by law, has been received on nine schedules with the approval of the remaining 13 expected during July.

Before any records are actually destroyed in accordance with these schedules, the Select Committee Staff desires to review them after which they will again be reviewed here to establish that they are not related to actual or impending litigation, or to matters under investigation by the Department of Justice or Congress. In addition, records relating to pending Freedom of Information Act or Privacy Act requests to the Agency will be identified at the time of the request and flagged to indicate that they are the object of such an inquiry. These records are subject to additional retention periods established by the Archivist and included in the records control schedules. Accordingly, the records are either duplicated and segregated at the time of the request or, where the records are too voluminous for duplication to be practical, the flag which is applied at the time of the request allows them to be segregated subsequently from records in process for destruction according to the records control schedules.

As I am sure you are aware, the Agency is in a difficult situation in that the new records control schedules represent full compliance with the records disposition requirements of Title 44, U.S.C.; therefore, we cannot dispose of any records until the new schedules are implemented. At the same time, we cannot act on the approved schedules until the Select Committee establishes its review procedures. So far we have accumulated disposable records estimated to total between six and nine thousand cubic feet. The continued maintenance of these inactive records approved for destruction is creating serious space and handling problems throughout the Agency.

With full realization and understanding of the impact this review presents to your organization, I would appreciate any action you could initiate to expedite the Committee's development of procedures for the clearance of the records approved for destruction. Your personal cooperation in this matter will be greatly appreciated.

Yours sincerely,

/s/ Stansfield Turner

STANSFIELD TURNER

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